



# WYOMING DEPARTMENT OF CORRECTIONS

## Policy and Procedure #1.600 Prison Community Partnership Committees

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<b>Authority:</b> Wyoming Statute(s): 25-1-104; 25-1-105  ACA Standard(s): None	<b>Effective Date:</b> March 15, 2015 <b>Revision/Review History:</b> 03/01/14 03/01/13 01/01/12 04/06/09 05/02/05 <b>Summary of Revision/Review:</b> Updates existing policy pursuant to annual review.
<b>Cross Reference of Policy:</b> P&P #1.215, <i>Code of Ethics</i>	<b>Supersedes Existing Policy :</b>
<b>Approved:</b>  R.O. Lampert Robert O. Lampert, Director  3-2-15 Date	

### REFERENCE

#### 1. ATTACHMENTS

- A. **WDOC Form #113**, *Model Prison Community Partnership Committee Bylaws*
- B. **WDOC Form #115**, *Prison Community Partnership Committee Member Application Packet – includes General Information Sheet, Consent for Criminal Background Check, and Conflict of Interest Statement.*

#### 2. OTHER – None Noted



## I. PURPOSE

- A. **Establishment of Prison Community Partnership Committees.** The purpose of this policy is to establish Wyoming Department of Corrections (WDOC) guidelines and methods for the establishment and operation of prison community partnership committees (PCPCs) for WDOC correctional facilities.

## II. POLICY

- A. **General Policy.** It is the policy of the WDOC to establish and facilitate operations of PCPCs for each WDOC correctional facility in accordance with the mission, vision, and values of the WDOC, and this policy.

## III. DEFINITIONS

- A. **Actual Conflict of Interest:** *(For this Policy only.)* Any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated.
- B. **Affected Communities:** *(For this Policy only.)* Those cities and counties in which a Wyoming Department of Corrections institution is sited or exists, or which, due to their proximity to a Wyoming Department of Corrections institution, commit extensive resources to the ongoing operation of the institution.
- C. **Chief Executive Officer (CEO):** A CEO is identified, but not limited to, the following positions: Director, Deputy Director, division administrators, deputy administrators, wardens/superintendents, district supervisors, adult community corrections coordinator, and adult community corrections directors.
- D. **Confidential Information:** *(For this Policy only.)* Information regarding individuals, institutions, security equipment or operational practices that if disclosed would violate statutes, rules or policy, or that could otherwise jeopardize the safe and secure operations of the facility if disclosed.
- E. **Inmate:** Any person under the supervision of the Wyoming Department of Corrections who is not on parole or probation status. An inmate is a person who is incarcerated in any Wyoming Department of Corrections' correctional



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facility, county jail, municipal jail or in-state/out-of-state contract facilities, to include adult community corrections centers, who is committed to the custody and supervision of the Wyoming Department of Corrections.

- F. Potential Conflict of Interest:** *(For this Policy only.)* Any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated.
- G. Staff Member:** Wyoming Department of Corrections employees (temporary and permanent), contractors, volunteers, on-site vendors, and persons from other agencies, organizations and businesses whose work is performed primarily on or within Wyoming Department of Corrections correctional institutions or facilities.

#### IV. PROCEDURE

##### A. General

1. The Wyoming Department of Corrections (WDOC), in cooperation with affected communities, shall establish a prison community partnership committee (PCPC) for each WDOC correctional facility.
2. The WDOC may establish a single PCPC for more than one WDOC correctional facility sited or operating in the same locale when deemed necessary or desirable by the affected correctional facility wardens. A decision to establish a single PCPC for multiple WDOC correctional facilities must be approved by the Director of the WDOC.
3. Each PCPC shall be identified using the name of the WDOC correctional facility for which it was established (*e.g.*, "Wyoming Women's Center Prison Community Partnership Committee").
4. PCPCs shall not be authorized to receive or discuss information deemed by the warden or designated WDOC representatives to be confidential information.

##### B. Function and Purposes

1. When established, PCPCs shall:



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- i. Serve as a citizen advisory group to the correctional facility's warden and designated WDOC representatives regarding correctional issues, activities and practices affecting their community(ies).
  - ii. Promote open and effective communication between affected community(ies) and WDOC officials during the life of the institution, from siting through operation and ultimate closure.
  - iii. Serve as a community-based conduit through which information is disseminated to and received from the public.
  - iv. Work in cooperation with the warden or other designated WDOC staff to address specific issues that develop during the life of the correctional facility.
  - v. Assist the warden or other designated WDOC staff in developing and promoting safe opportunities for the utilization of inmate labor, at the correctional facility and within the community.
  - vi. Work in cooperation with the warden or other designated WDOC staff to promote, support, and communicate the mission, vision, and values of the WDOC to the community.
2. PCPCs shall not establish WDOC policies, rules, internal management directives or procedures.

**C. Prison Community Partnership Committee Bylaws**

1. PCPCs shall adopt and operate in accordance with WDOC Form #113, *Model Prison Community Partnership Committee Bylaws*, developed by the WDOC to govern committee activities. The model bylaws address the following subject areas:
  - i. Establishment;
  - ii. Name;
  - iii. Purpose;
  - iv. Membership;
  - v. Term of Membership;



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- vi. Orientation and training;
- vii. Duties and Responsibilities;
- viii. Officers;
- ix. Committee operation;
- x. Resources and services;
- xi. Conflict of interest; and
- xii. Amendments.

- 2. PCPCs may amend and make additions to the model bylaws and adopt procedures to govern their activities, as they deem necessary or advisable, to the extent that they are consistent with these and other WDOC policies, internal management directives and procedures, and state and federal laws, regulations, and rules.
- 3. Before taking effect, bylaws and procedures, and amendments thereto, shall require the written approval of the correctional facility warden or designated WDOC representative. Together with this policy, the PCPC bylaws shall specify the lines of authority, responsibility, and accountability for citizen involvement.

**D. Prison Community Partnership Committee Membership Standards, Number, Selection and Terms**

- 1. PCPC member eligibility, numbers, selection and terms of service shall be determined by each committee and established in the committee's bylaws in accordance with these rules.
- 2. **Member Eligibility.** Any adult individual, residing or working within an affected community, may be a member of a PCPC. Ex-offenders are eligible to serve as members of PCPCs if they have been off supervision (*i.e.*, discharged his/her sentence, not just released from prison) for a minimum of three (3) years, are nominated and selected and meet all other criteria for membership. PCPCs may adopt additional eligibility requirements consistent with their communities and operational needs.
- 3. **Voting Member Appointment.** The warden or designated WDOC representative, in cooperation with either the mayor, county commission chair or sheriff of an affected community(ies), shall appoint the voting



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members of a prison community partnership committee. Consistent with Section IV.D.4 below, appointments shall be made from among nominations forwarded by local elected officials, organizational leaders, or individual members of the affected community(ies). Also considered for appointment shall be those members of the affected community(ies) who respond to public requests for participation.

#### **4. Member Composition**

- i.** Positions on a PCPC may be filled by individuals from any of the categories listed below. Local elected officials shall seek diverse representation on PCPCs by soliciting interest from a representative(s) of as many of these groups and interest areas as may be present in the affected community(ies):
  - a.** Public safety agencies;
  - b.** Crime victims;
  - c.** Higher education;
  - d.** Primary and secondary education;
  - e.** Health care service providers (including mental health and substance abuse service providers);
  - f.** Business community/Chamber of Commerce;
  - g.** Social services;
  - h.** Judiciary;
  - i.** Ministerial association/religious community;
  - j.** Civic and community organizations;
  - k.** Employment and training/economic development;
  - l.** Housing/real estate;
  - m.** Professional services;
  - n.** Utility providers;



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- p. Community at large, including offender families.
    - ii. At least one-fourth ( $\frac{1}{4}$ ) of a PCPC's voting members shall be selected and appointed from the community at large.
  5. **Ex-Officio Member Appointment.** The warden or designated WDOC representative may appoint local government officials from the affected community(ies), or other persons recommended by local government officials or the PCPC, to the PCPC as ex-officio (non-voting) members.
  6. Prior to being appointed to serve on a PCPC, an individual shall disclose information and/or provide a release of information form to the warden or designated WDOC representative concerning those issues that the warden or designated WDOC representative determines could impact the orderly and secure operation of an institution or the work of the PCPC. Such information shall include, but not be limited to, an individual's criminal history and his or her relationship(s) with persons who have been or currently are inmates within the WDOC.
    - i. Potential PCPC members shall fill out WDOC Form #115, *Prison Community Partnership Committee Member Application Packet*. Included in the Application Packet is a General Information Sheet, Consent for Criminal Background Check, and Conflict of Interest Statement.
  7. **Non-Discrimination in Appointment of Members.** No person shall be excluded from serving as a member of a PCPC due to affiliation with any organization or institution, or on the basis of race, ethnic origin, religious affiliation, sex, age, or disability.
  8. **Removal from the Committee.** Members appointed to a PCPC shall serve at the pleasure of the WDOC and may be removed from the PCPC with or without cause by the correctional facility warden or designated WDOC representative upon the approval of the Director of the WDOC.

E. **Specific Responsibilities**

  1. The WDOC, acting through the correctional facility warden or designated WDOC representative, shall:



- i. Establish a communication process by which the PCPC is informed of decisions and rationales concerning matters forwarded to the warden or designated WDOC representative by the PCPC;
- ii. Attend all PCPC meetings as an ex-officio member;
- iii. Inform the PCPC of operational changes at the correctional facility or within the WDOC when disseminating such information does not compromise the safe, secure, and orderly management and operation of the correctional facility or the WDOC;
- iv. Keep minutes of PCPC meetings and distribute copies to all PCPC members and members of the WDOC executive management team;
- v. Publish notice of PCPC meetings in accordance with the requirements of the public meetings law (Wyo. Stat. § 16-4-401, *et seq.*) In the event that a PCPC complies with the public meetings law as a matter of policy only, the warden or designated WDOC representative may refrain from publishing notice of a meeting when the warden or designated WDOC representative determines that necessity or convenience so requires;
- vi. Provide necessary training and orientation to PCPC members, including but not limited to the following subject areas:
  - a. WDOC mission, vision, and goals;
  - b. WDOC policies and procedures;
  - c. Visitation, tours, and orientation to facilities operations and programs;
  - d. Lobbying restrictions; and
  - e. The WDOC Code of Ethics (WDOC Policy and Procedure #1.315, *Code of Ethics*) and related policies.
- vii. Approve reasonable PCPC operating and training expenses, and provide for payment thereof within the limits of the WDOC resources and consistent with the function and purposes of PCPCs;
- viii. Provide a site for PCPC meetings, if necessary;





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- ix. Establish a protocol for the PCPC members to periodically tour and orient themselves to correctional facility operations; and
  - x. Be responsible for the operation of the PCPC as a citizen advisory board.
- 2. PCPCs shall execute the duties and responsibilities set out in the model bylaws as indicated in WDOC Form #113, *Model Prison Community Partnership Committee Bylaws*.
- 3. Each member of the committee is responsible for publicly announcing the nature of any potential or actual conflict of interest prior to taking any action as a committee member with regard to the matter creating the conflict as outlined in the Conflict of Interest Statement which is included in WDOC Form #115, *Prison Community Partnership Committee Application*.

#### V. TRAINING POINTS

- A. What is a prison community partnership committee?
- B. What are the purposes of a prison community partnership committee?
- C. What is covered by the prison community partnership committee bylaws?
- D. Who may serve as a member of a prison community partnership committee?
- E. What are the responsibilities of the WDOC for the prison community partnership committee?